

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**Work Assignment Number
4-18☐ Other ☒ Amendment Number:
000001Contract Number
EP-C-08-010Contract Period 12/16/2008 To 11/30/2013
Base Option Period Number 4Title of Work Assignment/SF Site Name
STAR Fellowship GrantContractor
SCIENTIFIC CONSULTING GROUP, INC, THESpecify Section and paragraph of Contract SOW
2.3 & 2-4Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan ApprovalPeriod of Performance
From 12/01/2012 To 11/30/2013Comments:
This amendment adds Tasks 6, 7 & 8.☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 12/16/2008 To 11/30/2013 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Ted Just

Branch/Mail Code:

Phone Number 202-343-9714

FAX Number:

(Signature)

(Date)

Project Officer Name Melissa Revelly-Wilson

Branch/Mail Code:

Phone Number: 703-347-8523

FAX Number: 703-347-8696

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name William Yates

Branch/Mail Code:

Phone Number: 513-487-2055

FAX Number:

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Work Assignment Number 04-18 Amend 1

Title: Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences

SOW Section & Paragraph: 2.3 – 2-4

PERIOD OF PERFORMANCE: Option Year 4: Issuance to November 30, 2013

Task 6: Fellow Portfolio

The contractor shall conceptualize, develop and design a new Fellow Portfolio for print and electronic forms. The Portfolio shall contain abstracts on each new fellow entering the program along with their educational and research information. In addition to the new fellow abstracts, the PDF version of the final Portfolio shall include indices designed for users to locate specific fellows within the electronic copy. The contractor shall meet with the EPA WA COR to discuss design concepts and presentation ideas for review and approval prior to the development of the Portfolio. Upon receiving approval from the EPA WA COR on the design and layout of the Portfolio, the contractor shall edit and format each fellow abstract for consistency and style, and prepare and desktop publish the Portfolio, and deliver a hard copy and a 508-compliant PDF to the EPA WA COR.

Task 7: Development of the 2013 Fellowship Conference Registration Website

The contractor shall develop the registration website for the 2013 Fellowship Conference incorporating the approved 2013 graphics theme. The contractor shall conceptualize the registration website design and send the design concept to the EPA WA COR for review and approval prior to designing the final registration website. The contractor shall prepare and edit the content for the registration website and send to the EPA WA COR for review and approval prior to including the final text in the registration website. In addition, the contractor may be required to provide other light logistical support for the 2013 Fellowship Conference as directed by the EPA WA COR.

Task 8: 2013 Fellowship HelpLine

The contractor shall provide support to the EPA staff for handling the public inquiries associated with the NCER 2013 Fellowship Announcement. A special, temporary EPA email address will be established to receive public inquiries associated with the 2013 Fellowship Announcement. These will be reviewed by EPA NCER staff and then will be forwarded to the contractor's staff for direct reply with appropriate guidance. The contractor's staff will prepare and send out the replies responding by email. They will also maintain appropriate logs and copies of all inquiries and replies.-

At the end of the HelpLine project, the contractor shall develop a summary report containing an aggregate of the data on the types of inquiries, general areas of concerns, and the number of replies per category with sample replies.

Based upon a preliminary review of the aforementioned summary report, an additional task may be necessary to allow for a more in-depth analysis of various segments of the summary data in order to better understand the difficulties that applicants had with certain key areas of the Fellowship Request for Proposals and what were the specifics of those difficulties. The EPA WA COR shall request further analysis via written technical direction.